

SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100100012-3

REPORTS INVENTORY					CONTROL NO. DDS/OF-009	
PREPARE IN DUPLICATE						
1. TITLE OF REPORT (If a fill-in report include Form No.) Balance of Payments Report (A/D contribution to OPPB)					2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL LOGISTICS MEDICAL		TRAINING SECURITY <input checked="" type="checkbox"/> FINANCE		ADMIN. GENERAL OTHER (specify)
4. NO. OF COPIES PREPARED 2		5. FREQUENCY (weekly, monthly, quarterly, etc.) Quarterly			6. DISTRIBUTION (No. of components not number of copies) 2	
7. FORMAT (memorandum, form, computer print-out, etc.) Typewritten		8. ADP PROCESSING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO IF YES GIVE ADP PROCESSING NO.			9. DIRECTIVE AUTHORITY REQUIRING REPORT OPPB (Bureau of Budget Circular No. A-58 and 65)	
10. PREPARING COMPONENT (include lowest level contributing information to report) S&AS, Accounts Div.				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) Subsidiary listing General Ledger Account 4221 and 4225		
12. COST FACTORS						
A. MANUAL PREPARATION AND REVIEW COSTS						
GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	COST PER YEAR	
GS-08	\$4.70	12	\$61.40	4	\$245.60	
GS-04	2.81	1	2.81	4	11.24	
					\$256.84	
B. COSTS OF COMPUTER PRODUCED REPORTS						
TOTAL COSTS PER YEAR					\$ 256.84	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.						
14. FUTURE GOALS						
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE					ESTIMATED SAVINGS	
					MAN-HOURS	DOLLARS
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Approved For Release 2006/11/13 : CIA-RDP75-00399R000100100012-3				18. EXTENSION